

Ebook Download Taskology: How to Unleash the Power of Your Most Productive Workday Read Online

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TASKOLOGY



How to Unleash the Power
of Your Most Productive Workday



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Book Synopsis

If you're like most business professionals today, you probably have too much to do, too many emails, and not enough time. You're committed to success, but you don't feel as productive as you could be. Picture a workday in which you Proactively drive your most important tasks and priorities forward. Gain more time and energy for the activities and goals in your life that really matter. Quickly process and easily manage the never-ending flood of email. Eliminate the worries as well as the costs and consequences of missed opportunities, lost to-dos and forgotten follow-ups. Enjoy less stress, more peace of mind and greater satisfaction each day. In this easy-to-read business story based on actual client experiences, workload management and productivity expert Leslie Shreve reveals how to break unproductive habits, banish workday chaos, and take control of your workday once and for all. TASKOLOGY follows two fictional characters: Jim, a successful yet overwhelmed sales leader, and Holly, a practical productivity consultant. With Holly's coaching, Jim begins to realize that being busy is not the same as being productive. As he learns and applies the Taskology system, Jim discovers a proven, step-by-step system he can use to achieve and sustain higher levels of efficiency, productivity and progress, while greatly reducing his stress. Like Jim, you can achieve and sustain higher levels of efficiency, productivity and progress. After reading TASKOLOGY you'll learn How to set up and leverage a reliable, digital task list to gather, track and prioritize tasks, follow-ups and reminders so you can accomplish the right things at the right times. The truth about how much power you have over your time and the choices you can make to protect it and maximize it. Why it's critical to learn how to manage email efficiently outside of the Inbox and how a step-by-step process allows you to spend LESS time on email every day. Strategies to protect more time in your day so you can increase your focus, complete tasks from start to finish, and make more progress toward your goals. With TASKOLOGY, you can master your workday, increase efficiency, and improve productivity and progress so you can achieve results faster and easier... and with a LOT less stress.